

**Directions:**

1. Save this document as *LastName FirstInitial Formatting Text* to your flash drive (in your Word folder).
2. Change the font of all of this line to Georgia 14 pt.
3. Using the Increase Font Size command, change the font size of this line to 20 pt.
4. Using the Decrease Font Size command, change the font size of this line to 7 pt.
5. Change Case to Uppercase.
6. Change Case to capitalize each word.
7. Bold the word bold in this sentence.
8. Italic the word italic in this sentence.
9. Underline the word underline this sentence.
10. Strikethrough this line.
11. Subscript the 2 in H20.
12. Superscript the 2s in the equation: a2 + b2 = c2

Text Effects: Apply the Text Effect to the entire line

1. Outline: Blue Accent 1
2. Shadow: Outer Shadow of your choice
3. Reflection: Full Reflection, 8 pt offset
4. Glow: Choose a glow from the 2nd row
5. Outline, Shadow, Reflection, Glow
6. Highlight this line with the Text Highlighter
7. Change the font color of this line to Dark Blue, Text 2
8. Format Painter: Use the Format Painter to apply formatting of #17 to this line.



Font Dialog Box

1. Apply Small Caps to this line
2. Apply All Caps to this line
3. Complete the sentence below and apply the formatting changes: Change the font style, size 18 pt. and change the font color. Apply bold and underline to “favorite”, apply a text effect to the activity. Apply small caps to the activity.

My favorite thing to do is

1. Save the file.



**Home Tab>Font Group**

|  |  |  |
| --- | --- | --- |
| **#** | **Command** | **Description** |
| 1 | Font |  |
| 2 | Font Size |  |
| 3 | Increase Font Size |  |
| 4 | Decrease Font Size |  |
| 5 | Change Case |  |
| 6 | Clear Formatting |  |
| 7 | Bold |  |
| 8 | Italic |  |
| 9 | Underline |  |
| 10 | Strikethrough |  |
| 11 | Subscript |  |
| 12 | Superscript |  |
| 13 | Text Effects: |  |
| 14 | Text Highlighter |  |
| 15 | Font Color |  |



**Font Dialog Box**

